INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on complet

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.								
FOR AGENCY USE		FOR RECORDS MANAGEMENTING						
Application Date	1. Agency Address Department of Education	FOR RECORDS MANAGEMENT USE Application Number						
Approacion bate	Office of General and Vocational Instruc- tion, Compensatory Education Division	88-26						
Application Number	Migrant and Bilingual Education Suite 1962 Twin Towers East, Atlanta, GA	Date Received Date Completed MAY 3 1 1988 JUN 3 0 1989						
2. Person to Contact								
Michelle Rosinek	. Consultant	656-4995						
3. Action Requested								
a. 🖾 Establish Retention Schedule; record will continue to accumulate.								
b. Dispose of present accumulation; no further accumulation anticipated. c. 🖄 Amend Application No. 84-89-A Check One: 🗅 Change; 🗆 Supercede; 🕱 Void								
c.	No. 84-89-A Check One: Change; Superced							
Earliest Latest	9. Necords series little pronowed by title used in opince, it dis	nerent)						
1978 to date	Migrant Student Education Records	1						
6. Division and Office Function		which this record series is created?						
The Migrant Education Unit operates the Georgia Migrant Education Program. Compensatory education services are provided to children of migrant farmworkers and fishermen. There is a computerized record keeping service for educational and health data maintained in Little Rock, Arkansas of all migrant student information. This data bank is updated and maintained for Georgia migrant students by this unit. Through the Migrant Student Record Transfer System (MSRTS), information about each student can be transmitted between school systems as they migrate throughout the nation.								
7. Record Series Description	This file contains the following documents (include form nu Attach samples of the file.	mbers and titles, if any):						
Documents relating to: receiving educational data of migrant students from local school systems and entering the data into MSRTS (a nationwide computerized communications network designed to transfer records of individual students as they move from school to school) Included are: For each student: Migrant student Education Record which gives the student's school history data and summarizes educational skills achieved and lists supplemental programs in which the student participated.								
		· .						
File is arranged: Chronologically by school year (August 15-August 14); thereunder alphabetically by local school system								
8. Monthly Reference Rate	How often are records referred to which are:							
	Seven to twelve months old 1, Thirteen to							
twenty-five months and older? 9. Annual Rate of Accumulation of Records								
_	on of Records; Legal-size drawers; Shelves;	Other (specify)						

)	a. Is this the office if not, where is	cial copy of the series? See Attachment							
Х	b. Does the series	s contain confidential information requiring security handling? If yes, cite law or regulation. See Attachment							
, , , ,	c. Is this a vital re								
		s have historical or long term research value?							
_ x	v II	two documents in the file make it necessary to keep the entire file for a long period, could these scheduled separately?							
X	1. 13 (110 1110) 1136	tion contained in this series ever published? If yes, attach copy,							
X	If yes, attach o								
Х	h. Is there a dupli If yes, where?	lication of this series in your office, or in another office or agency? See Attachment							
X - X	i. Is this series <i>(o</i>	<i>a <u>major portic</u></i> I series result in	o <i>n of it)</i> regularly	microfilmed? out? Records are compute	r printouts.				
11. Reten	tion Requirements	Th	e following require	es the series to be kept:					
b. Sta c. Fe Attac *The F mainta Arkans	ined data base sas. Audit and	on requirm at the Mi Federal r	ent is satis grant Studen etention req	fied by the copy of the t Record Transfer System uirements are from the s	records on th Office in Li same source.	ttle Rock,			
	oved Disposition Instr	uctions Th	is agency recomm	(or six years after annu-	the end of each:				
		U	Calendar Year; L	Fiscal Year; M Other *School	Year(August	then,			
□ Tr □ Tr Ø De □ Tr	old in the current files ansfer to local holding ansfer to State Recor- estroy, ansfer to State Archiv ther (Specify)	g area; hold ds Center; hold	year(s); yea	then	: 14 of the fo	llowing year)			
**NOI			and the second s	structions provided for					
	Records i	n Schedule	84-89-A and	provides for the earlie	er destruction	of prior			
	accumulat	ion of the	se records p	resently in storage at t	the State Reco	rds Center.			
				e e					
			•			-			
These	instructions apply to	all prior and fo	uture accumulatio	ns of the series.					
Agency H	ead/Designee (Signat	ure)	Date	Records Management Officer (Signature)	anaturel	Date			
AII	201	<u>,</u>	5-26-87	V 1. 2 1	g.10.tu.07				
No. y	C. Turin	an	<u>>-26-37</u>	Likkin Cakin		<u> 15/25/23 </u>			
880531 - Recomme	⊘ ∤ ndations in para-	 -	<u> </u>	State Records Committee	(Signature)	Date			
graph 12 are approved. State A		State Aud	itor/Designee	1 the		6.2284			
		Secretary of State/Designee		Edward Wildon		6/1/88			
		Attorney G	eneral/Designee	Secret here	in L	6/30/4			
AR-50-71;	Rev. 76		(F	everse Side)					
	<u> </u>				· · · · · · · · · · · · · · · · · · ·				
			•						